

TOWN OF MANCHESTER, CONNECTICUT
REQUEST TO FILL POSITION

Section I - To Be Completed by Department

The recruitment process may take several months depending on the position to be filled. Please keep this in mind as you learn of upcoming position vacancies and submit this form with ample advance notice for the benefit of your department. Complete Section I of this form and forward to the Human Resources Department along with a copy of the justification submitted to the General Manager for approval to fill the position.

Job Class Name: _____ Group/Union: _____

Department: _____ Division: _____

Job Class Code: _____ Position Number: _____ **(Consult with HR if necessary.)**

Hours	Wage	Hourly	Annual Salary
Biweekly _____	Grade _____	Rate _____	(Step One) _____

Account No: _____	_____	_____	_____
Organization	Object	Project #	Percent

Reason for Vacancy: **Attach written justification** addressing the issues of need, alternative means of providing the service, cost, etc. made to General Manager for approval. Include the name of previous incumbent.

Is Current Job Description Accurate? /___/ Yes /___/ No Date Reviewed: _____

Is there any additional information you can provide regarding assignments or requirements for expediting recruitment?

Can you suggest special recruitment sources? _____

Effective Date of Opening: _____

Division Head Approval: _____ Date: _____

Department Head Approval: _____ Date: _____

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Section II - To Be Completed By Human Resources

Board of Directors' Authorized Position? /___/ Yes /___/ No Vacancy No. _____

Date of Last Eligibility List: _____ Salary Survey Completed? /___/ Yes /___/ No

Human Resources Certification: _____ Date: _____

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General Manager's Approval: _____ Date: _____